

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized, non-supervisory positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and ordinances, performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires where arson is suspected to determine the cause and origin and collect evidence of possible arson. Incumbents in this class educate the public on fire hazards and safety and maintain records and reports required to document the activity of the Fire Prevention Division. Fire Prevention Officers work with some supervision having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the Chief of Fire Prevention. All employees of the Fire Prevention Division may be required to carry and operate firearms in the course of their duties.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares for inspections by reviewing previous inspection reports to become familiar with potential hazards. Reviews building plans and specifications to review sections of the applicable codes for the particular type of occupancy. Contacts the owner, occupant upon arrival at inspection site, obtains permission for inspection, and gives brief detailing of the inspection procedures.

Conducts inspections of new commercial and business buildings, multi-unit residential buildings, schools and institutional buildings and conducts annual inspections thereafter. Inspects interior and exterior of buildings, including locked areas, and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, functional aspects of fire detection and alarm systems, portable fire extinguishers, heating and air-conditioning systems, cooking equipment safeguards and general housekeeping practices. Inspects water sources, hydrants and the location of doors, windows and fire escapes to ensure fire safety standards are met. Checks structures for electrical hazards.

Determines that new buildings meet fire resistance requirements for their construction type, checking flame spread ratings, examining fire walls, fire doors, draft curtains, smoke and heat vents, fire stops, and related structural elements. Evaluates existing buildings to ensure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of

egress from buildings are sufficient for the assigned occupant load.

Takes photographs and makes field sketches of an inspected building to document conditions at the time of the inspection to justify enforcement of immediate corrective actions or denial of occupancy or use. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings. Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Inspects storage areas for flammable and combustible liquids and sites for the storage of hazardous materials; equipment and systems for the handling, transferring, or transporting of hazardous materials; and processes requiring the use of hazardous materials to ensure that proper safety precautions are being followed and that all applicable codes are being met.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Examines the scene of a fire, including vehicle fires, to determine if the fire was the result of natural causes, carelessness, or arson. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Searches for, identifies, and collects evidence and preserves it for analysis. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews.

Obtains information from departmental records or other business, court, or agency records, in order to review and analyze data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Completes a fire investigation report which includes information identifying the fire, estimating the loss or damage incurred, outlining conclusions reached by investigating personnel, and any related information required. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations.

Develops and evaluates fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation and evaluating the effectiveness of the curriculum. Delivers lectures, talks, or demonstrations on fire safety to

schools, clubs or other organizations. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fires. Provides information to the public about built-in fire protection, fire dynamics, defense against fire injuries, and matters of prevention and control in order to educate the targeted audience. Responds to questions from the public about the operation of the Fire Prevention Division or any other related fire prevention services.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance in projects of mutual concern when needed. Studies new laws, regulations, ordinances, and court rulings relating to fire prevention operations. Maintains a reference library on fire inspections, investigations, and public fire education topics for use by fire department personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help improve ISO ratings.

Receives and evaluates requests for release of fire prevention records following applicable laws and department policies. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Oversees fire safety in public assembly occupancies at major public events assuring that fire codes are met.

Evaluates division needs and recommends purchases of equipment for use in the department's fire prevention program. Orders, disburses and maintains an inventory of supplies and equipment used by the division. Compiles, organizes, and analyzes data needed, and personally completes reports and forms required to document division activities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma,

high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

AND

Must have at least three (3) years of full-time experience with a paid fire department or other fire service related organization(s), the primary duties of which included fire suppression, fire inspection, or fire prevention.

Must possess the following certifications:

- IFSAC/LSU/ProBoard Hazmat Awareness
- IFSAC/LSU/ProBoard Hazmat Operations
- EMT - B (For all employees hired after March 1, 2008)
- IFSAC/LSU/ProBoard Firefighter I
- IFSAC/LSU/ProBoard Firefighter II
- IFSAC/LSU/ProBoard Fire Service Instructor I
- IFSAC/LSU/ProBoard Fire Officer I
- IFSAC/LSU/ProBoard Inspector I
- IFSAC/LSU/ProBoard Investigator

Must obtain the following prior to December 31, 2015:

- 21 hours of college credit in Fire Protection Technology

Applicant must obtain the following certifications during the working test:

- IFSAC/LSU/ProBoard Incident Safety Officer/Fire Department Safety Officer
- IFSAC/LSU/ProBoard Public Fire and Life Safety Educator I
- 16 hour Louisiana State Marshall Planned View Class

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